PARTNER
Membership Checklist

I.	Proposed Environmental Projects

____ I have attached a 1-page summary of each project that my organization would like to complete as a member of KY EXCEL. I understand that a Partner membership requires that at least one approved, voluntary project is conducted and reported each year.

____ I need assistance to identify meaningful environmental projects that my organization can complete as a member of KY EXCEL.

II.	Environmental Management Plan

____ I have attached a copy of my organization's environmental management plan.

____ I need assistance to develop my organization's environmental management plan.

III.	Self Assessment

____ My organization has completed a self-assessment and I have attached a completed Partner Membership Self-Assessment Certification.

____ I need assistance to define how to conduct a self-assessment for my organization.

V.	Certification Statement

I confirm that the information provided in my membership application, this checklist, and all attachments is accurate to the best of my knowledge and that my participation in this program is entirely voluntary. I understand that the Division of Compliance Assistance reserves the right to accept, deny, or terminate KY EXCEL membership. I am committed to the spirit of the program and will work diligently to further the program's goals. I will make good faith efforts to complete the commitments I make as a KY EXCEL member.

Applicant Name: _____ Title: _____

Signature: _____ Date: _____

CHECKLIST INSTRUCTIONS

<u>**Section I.   Proposed Environmental Projects**</u>

Partner membership requires a commitment to conduct and report on at least one voluntary project each year. Voluntary projects must be reviewed and approved by KY EXCEL prior to acceptance into the program. To facilitate the review, prospective members are required to prepare a one-page summary of their proposed project, attach it to this checklist, and then submit the checklist to KY EXCEL along with a completed KY EXCEL Membership Application.

When preparing the project summary, prospective members should include the following information:

Project Description: Summarize the project and the project's objectives.

Target Audience: Identify the audience most likely impacted by the completion of the proposed project.

Timeline: Include the anticipated timeline for project completion.

Project Benefits: Identify the anticipated public health or environmental benefits that will be realized as a result of completing the proposed project.

Project Measures: List the measures that will be used to track the applicant's efforts and the project's results. These measures must include input measures (measures used to track how much effort was put into performing the project) as well as outcome measures (measures used to gauge the completed project's impact).

If requested, KY EXCEL staff are available to help identify potential projects. You can reach KY EXCEL by calling 1-800-926-8111. In addition, the Department has posted a list of suggested projects on its website at www.dca.ky.gov/KYEXCEL.

<u>**Section II. Environmental Management Plan**</u>

Attach a copy of your organization's Environmental Management Plan to this Checklist. The Environmental Management Plan must include the following elements:

1. Policy Statement
2. Planning
3. Implementation and Operation
4. Checking and Corrective Action
5. Management Review and Commitment to Improvement

Details on these five items can be found on the KY EXCEL website www.dca.ky.gov/KYEXCEL. Additional information or assistance for preparing your Environmental Management Plan can be obtained by calling 1-800-926-8111.

<u>**Section III. Self-Assessment**</u>

Attach a copy of the completed Partner Membership Self-Assessment Certification to this checklist.   A copy of this certification or assistance regarding your self-assessment can be obtained by calling 1-800-926-8111. The certification can also be found on the KY EXCEL website www.dca.ky.gov/KYEXCEL.

<u>**Section IV. Certification Statement**</u>

All KY EXCEL applicants must sign the certification statement before they can become accepted into the program. If the applicant is an organization or business, a responsible official authorized to speak on behalf of the organization or business must sign the certification. Applications that do not have the certification statement completed will not be accepted.